## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/24/15 CLOSING DATE: 03/05/15 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 011133

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: A1 WORK TIME: 0700 AM - 0700 PM LOCATION: MACDOUGALL CORRECTIONAL INST., RIDGEVILLE (BERKELEY) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: YES

LEVEL: D SALARY RANGE \$ 029408 - \$ 046527 SCEIS POSITION #: 61020813

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.

## AGENCY PREFERRED QUALIFICATIONS:

TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.

CERTIFIED BY THE S. C. DEPARTMENT OF CORRECTIONS TRAINING ACADEMY
AND COMPLETION OF THE BASIC SUPERVISORY COURSE WITHIN SIX (6)

MONTHS OF ENTRY INTO THE POSITION.

## DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION OF THE SHIFT LIEUTENANT, IS RESPONSIBLE
FOR THE OVERALL SUPERVISION OF SUBORDINATE SECURITY ASSIGNED TO THE
HOUSING UNITS, AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL
INMATES ASSIGNED TO THE HOUSING UNITS. MAKES ROUTINE INSPECTIONS OF
THE LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY AND SANITATION
STANDARDS. CONDUCTS INVESTIGATIONS OF ALLEGED MISCONDUCT ON THE PART
OF INMATES AND SECURITY PERSONNEL ASSIGNED TO THE AREA OF RESPONSIBILITY. ASSISTS IN CONDUCTING FORMAL AND INFORMAL COUNTS. SUPERVISES
THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF ASSIGNED SECURITY
PERSONNEL AND PREPARES EMPLOYEE EVALUATIONS. COUNSELS, RECOMMENDS
DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF TO REQUIRED
STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR REQUIRED.

SHIFT/SCHEDULE SUBJECT TO CHANGE. TWO POSITIONS TO BE FILLED FROM THIS ANNOUNCEMENT.